

City of Woodstock

APPLICATION FOR PROJECT REVIEW

Submittal Date:_____

Project Name:_____

Project Location (street address):_____

Project Representative/Contact:

Name_____

Address_____

Phone_____

Fax_____

E-mail_____

Brief description of project:

A complete application includes the submittal of the following:

- **3 copies of the site plan**
- **3 copies of building elevations and accompanying materials and colors schedules**
- **3 copies of lighting plan (photometric plot, cut sheets, etc.)**
- **3 copies of landscape plan**

APPLICANT'S CERTIFICATION

I certify that I have reviewed the Project Review Commission's Regulations and Standards and have submitted the required information.

Signature_____

City of Woodstock Building & Zoning Department

121 W. Calhoun, Woodstock, Illinois 60098

Ph: 815/338-4305 Fax: 815/334-2267 E-mail: bandzdept@woodstockil.gov

City of Woodstock Project Review Process

According to the Woodstock City Code all commercial, industrial, and 3 or more unit residential projects must receive approval through the City's Project Review Process, prior receiving a building permit. This review is similar to appearance review and architectural review in other communities. Detailed engineering and building plans must also be approved prior to issuance of a building permit.

Application Process

A complete application with all materials must be submitted to the Building & Zoning Department.

A complete application consists of one signed copy of the application form, and five copies of the site plan, building elevations, lighting plan, and landscape plan, plus five copies of pertinent narratives, schedules, lists, reports, spec sheets, photographs, etc. Information submitted must comply with the standards in this document, be certified as complete and all papers larger than 8 1/2" x 11" should be folded when submitted.

City staff may require additional material or information as is deemed necessary to clearly convey details and overall impact of the project regardless of any exemption stated in this document.

Upon receipt of a complete application for project plan review, the Building & Zoning Department will circulate copies of plans to appropriate City staff. Each staff member will review those aspects of a project which are related to his or her particular expertise. This review will be based on the Standards and Guidelines prepared by the Project Review Commission and adopted by the City Council.

A project plan review report with findings will be completed within 15 working days of the receipt of a complete application. Reviewers will include comments regarding the changes necessary to bring the plans into compliance with City Ordinances and the Project Plan Review Regulations and Standards.

The City's Project Plan Review staff will meet with applicants if necessary to resolve issues and concerns.

Appeals

If the Building & Zoning Department deems a plan unacceptable, the applicant may submit revised plans and additional information for further review or may file an appeal for review by the Project Review Commission. An application for appeal will be included in the project plan review report.

Changes to Approved Plans

Any changes to approved project review plans should be submitted to the Building & Zoning Department for review. In most instances changes can be approved within 24 hours of submittal.